



FORMS & REPORTS

On September 21, 2005, the Illinois Department of Transportation announced its receipt of international recognition of quality excellence in its process management system for the planning and design of road and bridge improvements. The Department was formally presented its ISO 9001:2000 Registration certificate from NSF International Strategic Registrations, Ltd. (NSF-ISR).

The ISO 9001:2000 certification, based on standards developed by the International Organization of Standardization (ISO), recognizes IDOT for the quality of key processes involved in and supporting its road and bridge planning and design work. ISO 9001:2000 specifies requirements for a quality management system for any organization that needs to demonstrate its ability to consistently provide a product that meets customer and applicable regulatory requirements and aims to enhance customer satisfaction.

IDOT's forms are controlled by applying the ISO 9001:2000 standard for control of documents. The ISO 9001:2000 document control standard requires that IDOT:

- approve documents prior to use
- review, update and re-approve documents as necessary
- identify changes and the current revision status of documents
- ensure that documents remain legible and readily identifiable
- set controls in place to prevent the unintended use of outdated and obsolete documents, and apply suitable identification if they are retained for any purpose
- ensure that documents of external origin are identified and their distribution is controlled

For the most recent version of all forms please visit the IDOT web site at <http://www.dot.il.gov/dobuisns.html>. To prevent the use of obsolete versions of forms, users are discouraged from downloading copies of forms to their computers or local networks for use.

All forms in this section are arranged by originating offices, then alphabetically and numerically. The responsibilities of a Resident are numerous and varied. Most of the activities that take place in conjunction with the project are recorded and/or reported. The purpose of this section is to present most of the forms that a Resident should be familiar with, together with pertinent guidelines such as who prepares the form, the purpose of the form, instructions on its preparation and distribution.

The 'View Sample' and 'Fill Out Form' buttons are new this year. The 'View Sample' button will take the user to a PDF copy of the form within the manual that can be used for reference, but cannot be printed and filled out. If the user is connected to the internet, the 'Fill Out Form' button will open the form from the appropriate website. This assures the user that they are using the most current form. Please note that some forms are for IDOT employees/internal use only and are not posted on the internet. Only manual users employed by IDOT with an active internet connection will be able to open those forms from IDOT's network using the 'Fill Out Form' button.

BUREAU OF BRIDGES AND STRUCTURES FORMS**BBS 59, Structural Steel Fabrication**

This form is only to be prepared by Bureau of Bridges and Structures personnel and is *typically* provided for the following items:

- Fabricated steel plate girders and wide flange beams
- Miscellaneous structural steel (cross frames, diaphragms, bearing extensions)
- Overhead sign structures (simple span, single or dual cantilever, aluminum or steel)
- Bridge mounted sign structures (these may be waived to the Resident Engineer)
- Finger plate expansion joints and steel drain trough supports
- Pot bearings (fixed and expansion)
- Modular expansion joints
- Fixed bearings (especially built-up type such as required on railroad structures)
- Bridge pins and/or link plates
- Prefabricated pedestrian/bicycle trusses – usually based upon local agency request
- Specialty items involving significant fabrication (ferry docks, semi-permanent steel shoring, moveable bridge components)

Form BBS 59 releases *may* be provided for the following items:

- Repair steel, especially indefinite quantities of small items determine during construction
- Special platforms and stairways such as for pump houses and gauging stations
- Seismic bearings incorporating complex weldments
- Built-up (welded fabrication) soldier piles or other foundation elements
- Specially designed railings (aesthetic installation or unique load requirements)

Form BBS 59 is *not typically* provided for the following items:

- Precast, prestressed deck planks and Bulb-T, I and deck beams
- Precast concrete box culverts, three sided structures, mechanically stabilized earth walls, tie back walls (rolled beam soldier piles, precast concrete panels, tendon assemblies), monotube sign structures
- Traffic signal mast arms and signal poles
- High mast light towers and light poles
- Screw-in metal foundations for light poles
- Neoprene sheets for finger plate troughs and behind semi-integral abutments
- Connection plates for neoprene sheets behind semi-integral abutments
- Elastomeric bearings
- Anchor bolts (bearings, railings, neoprene joints, etc.)
- Metal deck forms
- Noise walls (steel columns & precast concrete fill-in panels/metal panels/wood)
- Temporary shoring/jacking and cribbing owned by the contractor
- Cast iron, fabricated steel or plastic scuppers
- Drain piping, downspouts, and drainage collectors
- Navigation lights and mounting hardware (including platforms and/or ladders)
- Steel and aluminum bridge, pedestrian and bicycle railing (special designs may be inspected)
- Pre-fabricated inspection platforms and access ladders

- Bridge joint sealing system (preformed joint seal (PJS), strip seal, neoprene expansion joint)
- Miscellaneous steel items (PJS joint armor plates, rail post anchorages, drain supports, parapet and walkway joint armor plates)
- Break-away wide flange and tubular sign posts
- Wide flange beams for terminal pavement joints
- Foundation piling, including steel H, precast concrete and steel shells

BBS 2557, Pre Project Environmental Submittal Review Checklist[VIEW SAMPLE](#)[FILL OUT FORM](#)

This form may be used by the Resident Engineer, normally in conjunction with the pre – construction conference, to assist in the compilation and evaluation of the Contractor's environmental submittals. It is an organizational aid to assist the RE with the multitude of submittals required to perform this work according to the specifications and although its use is not mandatory it is recommended.

BBS 2558, Pre Project Painting Submittal Review Checklist[VIEW SAMPLE](#)[FILL OUT FORM](#)

This form may be used by the Resident Engineer, normally in conjunction with the pre – construction conference, to assist in the compilation and evaluation of the Contractor's painting submittals. It is an organizational aid to assist the RE with the multitude of submittals required to perform this work according to the specifications and although its use is not mandatory it is recommended.

BBS 2559, Contractor Environmental Daily Report[VIEW SAMPLE](#)[FILL OUT FORM](#)

This form must be completed by the Contractor for every scheduled workday of the project, whether or not work is being performed. This Form is a 2 page checklist with comments sections, and is used to provide a uniform means for the Contractor to document compliance with the containment, environmental protection, and waste handling requirements of the specification on a daily basis throughout the course of the project. (See [Cleaning and Painting Existing Steel Structures](#) section for detailed instructions.)

BBS 2560a, Non-Conformance Report[VIEW SAMPLE](#)[FILL OUT FORM](#)

This form is used by the QA Inspector to document and track work activities that do not comply with the requirements of the project specification. It is used to identify a nonconforming condition, provide recommended corrective action, and to verify that the corrective action was implemented. Note that this report is issued to resolve specific non-conforming situations. The resolution does not automatically apply to the remainder of the project unless specifically stated so in other documents (e.g., change order or revision to the specification). ([Cleaning and Painting Existing Steel Structures](#) section for detailed instructions.)

BBS 2560b, Non-Conformance Log[VIEW SAMPLE](#)[FILL OUT FORM](#)

This form is used by the QA Inspector to track the nonconforming item(s) on the Nonconformance Report(s) ([Form BBS 2560A](#)) until the item has been resolved and closed.

A copy of this Nonconformance Log should be maintained on the job site for the duration of the project. (See [Cleaning and Painting Existing Steel Structures](#) Section for detailed instructions.)

BBS 2561, Construction Inspector Project Start Up Checklist[VIEW SAMPLE](#)[FILL OUT FORM](#)

This form is used by the Inspector at project start up to make certain that all required submittal items and equipment/materials are onsite. Note that while this report is completed only one time for each project, it may not be finalized in a single day (i.e., it may take a few days for all of the requirements to be met). ([Cleaning and Painting Existing Steel Structures](#) section for detailed instructions.)

BBS 2562, Construction Inspector Daily (QA) Report[VIEW SAMPLE](#)[FILL OUT FORM](#)

This form is prepared by the IDOT QA Inspector to provide a uniform means to document quality assurance inspections of Contractor's compliance with the surface preparation, painting, containment, environmental protection, and waste handling requirements of the specification on a daily or periodic basis throughout the course of the project. (See [Cleaning and Painting Existing Steel Structures](#) section for detailed instructions.)

BBS 2563, Contractor Daily (QC) Report[VIEW SAMPLE](#)[FILL OUT FORM](#)

This form must be completed by the Contractor for every scheduled workday of the project, whether or not work is being performed. This Form consists of 3 pages. The pages are divided into various sections for the documentation of inspections that are conducted by Contractor's QC personnel. Extra pages can be attached to provide additional documentation (e.g., specific dry film thickness readings) or for drawings. Drawings should be used when possible to show specific work locations and to track the progress of the major phases of work across the bridge. (See [Cleaning and Painting Existing Steel Structures](#) section for detailed instructions.)

BUREAU OF CONSTRUCTION FORMS

BC 22, Authorization Of Contract Changes

[VIEW SAMPLE](#)[FILL OUT FORM](#)

Whenever it becomes necessary to perform extra work on a project, the Regional Engineer is required to prepare this form and submit it to the Bureau of Construction for approval. This form is also used to balance final as-built quantities with plan quantities. Once the BC 22 is approved, the Pay Estimate is automatically corrected to reflect the changed quantity or cost.

Additional references: Construction [Memorandum No. 4](#); Article 109.04 of the Standard Specifications; and the [Documentation Section](#) of this Manual.

BC 49, Material Allowance Affidavit

[VIEW SAMPLE](#)[FILL OUT FORM](#)

Article 109.07 of the Standard Specifications allows a Contractor to be paid for materials which have been acquired, placed in acceptable storage places, and not yet incorporated into the project. The Contractor must initiate the request by giving the Resident the signed and notarized BC 49 together with copies of invoices. Once the Resident verifies the material being claimed is in compliance with the specifications and is in acceptable storage, s/he should enter this information on Form [BC 131](#), "Statement of Material Allowance." Then, on the pay estimate, create a new line item under the Fund Type Code that all or most of the material will be incorporated: under ITEM NUMBER enter "MATALLOO" and under TOTAL COMPLETED TO DATE enter the dollar total from the [BC 131](#) ("Value of material on hand").

As the material is taken out of storage and incorporated into contract pay items, the Resident is required to prepare Form [BC 131](#) and submit it with each subsequent pay estimate. The new dollar figure for column 7, "Value of material on hand" on Form [BC 131](#) should be written into the TOTAL COMPLETED TO DATE column of the pay estimate. This process is to be followed with the preparation of each pay estimate until column 7 is reduced to zero

In the event the Contractor does not provide the Resident with proof of payment for the material within 60 days of payment, the dollar figure entered on the next pay estimate shall be reduced by the value of the subject material. Proof of payment could include copies of canceled checks (front and back), copies of checks with some form of verification from the financial institution, a copy of an invoice from the supplier marked "Paid by check number ____" which also includes the date, signature and title of the supplier's representative, or other acceptable documentation. A copy of an invoice marked paid is not proper proof of payment.

Additional references: Instructions on reverse side of Form [BC 131](#); [Documentation Section](#) of this Manual.

BC 71, Final Inspection Report Of State Road Work

[VIEW SAMPLE](#)[FILL OUT FORM](#)

As part of the final papers, the Resident should prepare a draft BC 71 and send it to the District Construction Office. After the Final Inspection is performed, the Regional Engineer will sign BC 71 and send it to the Engineer of Construction with the final papers.

BC 107, Final Acceptance Of Improvement

[VIEW SAMPLE](#)[FILL OUT FORM](#)

BC 107 is prepared by the Engineer of Construction and sent to the Contractor after the final papers are received and the final pay estimate is processed.

BC 111, Checklist For Engineer's Final Payment Estimate[VIEW SAMPLE](#)[FILL OUT FORM](#)

Form BC 111 is a checklist to facilitate District personnel in finalizing a contract. The District should respond to each of the questions stated on BC 111 as the project becomes completed and submit the form to the Engineer of Construction along with other final papers.

Additional reference: Construction [Memorandum No. 33](#).

BC 131, Statement Of Material Allowances[VIEW SAMPLE](#)[FILL OUT FORM](#)

See Form BC 49 of this Section for instructions.

BC 163, Report Of Employee Interviews[VIEW SAMPLE](#)[FILL OUT FORM](#)

The Resident is to periodically make a spot interview with employees of the Contractor and subcontractor(s) on the job to establish that the minimum wage and other labor standards of the contract are being fully complied with and that there is no misclassification of labor or disproportional employment of apprentices, etc.

See the joint Construction/Small Business Enterprises [Memorandum No. 14](#) for additional instructions.

BC 239, Weekly Report Of Resident[VIEW SAMPLE](#)[FILL OUT FORM](#)

This report is to be prepared by the Resident at the conclusion of work each work week during the time the work is in progress. The Project Diary should be used as the primary source of information in preparing the Weekly Report.

See the reverse side of Form BC 239 for detailed instructions for preparation.

Additional references: Construction [Memorandum No. 28](#) and Section 108 of the Standard Specifications.

BC 255, Progress Schedule[VIEW SAMPLE](#)[FILL OUT FORM](#)

Article 108.02 of the Standard Specifications requires the Contractor to submit to the Engineer a satisfactory progress schedule or critical path schedule prior to the start of work. Form BC 255 should be used for this purpose and to record the projected use of DBE/WBE subcontractors and trainees. When the Contractor changes the sequences of work, falls more than 10 working days, or 14 calendar days for a completion date contract, behind schedule or fails to utilize DBE/WBE's and trainees as indicated, the Resident should request a revised Progress Schedule from the Contractor.

In preparing Form [BC 239](#), Weekly Report of Resident, the "Controlling Items" as shown on the Progress Schedule should be used during the duration of the project.

See the reverse side of Form BC 255 for detailed Instruction for Preparation.

BC 260a, Request For Approval Of Subcontractor[VIEW SAMPLE](#)[FILL OUT FORM](#)

In the event the prime Contractor plans to subcontract any of the work, s/he must first request approval from the Regional Engineer. The Contractor is to use this form for all requests.

See the joint Construction/Small Business Enterprises [Memorandum Nos. 24](#) and [30](#) for additional instructions and references.

BC 329, Resident Engineer's Memo[VIEW SAMPLE](#)

The Resident Engineer's Memorandum is a 3 part carbonless copy form which should be used to record any decisions of the engineer, a record of which might avoid any future misunderstanding with the contractor as to what the instructions were. It can also be used as written approval or directive to the contractor to proceed with extra work, as outlined in Construction [Memorandum No. 4](#).

BC 334, Core Drill Report - Final Samples[VIEW SAMPLE](#)[FILL OUT FORM](#)

Standard Specifications require that the pavement structure be constructed within specified thickness tolerances. Failure to meet these requirements may cause the Contractor to experience a monetary deduction or a request for removal and replacement. See Construction [Memorandum No. 42](#) for additional instructions and references.

BC 608, Local Agency Certification To Accompany Engineer's Final Payment Estimates[VIEW SAMPLE](#)[FILL OUT FORM](#)

For all IDOT-awarded contracts which are supervised and the payment estimates are prepared by local agency forces, Form BC 608 must be prepared and submitted with the final payment estimate to the Bureau of Construction.

BC 623, Quantity Book Cover Sheet[VIEW SAMPLE](#)[FILL OUT FORM](#)

This required form is to be used in the front of all Quantity Books. See the [Documentation Section](#) of this Manual for detailed requirements.

BC 625, Quantity Sheet[VIEW SAMPLE](#)[FILL OUT FORM](#)

This required form is used to post contract quantities and inspection reports. This form will be prepared by the BCM system for each contract pay item and sent to the Resident prior to the start of work. Additional forms should be used for added pay estimate line items and for added pages for individual pay items. See the [Documentation Section](#) of this Manual for detailed requirements.

BC 628, Inspector's Daily Report[VIEW SAMPLE](#)[FILL OUT FORM](#)

The Resident is encouraged to utilize this form to document estimated and final quantities that are to be entered into the project Quantity Book. See the [Documentation Section](#) of this Manual for detailed requirements.

BC 635, Extra Work Daily Report[VIEW SAMPLE](#)[FILL OUT FORM](#)

This form is required to be prepared by the Resident and signed jointly with the Contractor on a daily basis for all extra work authorized in accordance with Article 109.04 of the Standard Specifications.

See the [Documentation Section](#) of this Manual and the reverse side of Form BC 635 for detailed requirements.

BC 726, Traffic Control Inspection Report[VIEW SAMPLE](#)[FILL OUT FORM](#)

[Section 700](#) of the Construction Manual paragraph 2 states “As a minimum, one daytime inspection shall be done weekly . . .” and paragraph 3 states “Regular nighttime inspections shall be performed by the Resident and/or District Traffic . . .” Copies of these inspections should be in the Resident’s file.

Construction personnel can use either form [OPER 726](#) or [BC 726](#) for their inspections to satisfy the requirements of [Section 700](#).

BC 757, Test Pile Driving Record[VIEW SAMPLE](#)[FILL OUT FORM](#)

The Resident should use this form to record all driving information for Test Piles. A copy is to remain with the project records as documentation for the pay item, Test Pile, and a copy is to be sent to the Bureau of Bridges and Structures, together with piling diagrams.

BC 775, Resident Construction Supervision[VIEW SAMPLE](#)[FILL OUT FORM](#)

As outlined in Construction [Memorandum No. 6](#), Local Agency contracts should preferably be supervised by the County Superintendent, Municipal Engineer, or a full-time publicly-employed registered Professional Engineer who is the Resident. If this cannot be done, the District shall ask the local agency to submit Form BC 775, recommending a qualified, full-time publicly-employed individual to service as the Resident Engineer.

BC 776, Resident Inspection - Local Project[VIEW SAMPLE](#)[FILL OUT FORM](#)

As outlined in Construction [Memorandum No. 6](#), adequate instruction must be given to the individuals who perform the daily layout and inspection duties on Federal-aid projects supervised by Local Agencies. Form BC 776 is to be submitted by the Local Agency to the Regional Engineer certifying that the inspector is trained and qualified for these duties.

BC 777, Notice Of Nondiscrimination Clause[VIEW SAMPLE](#)[FILL OUT FORM](#)

As outlined in the joint Construction/Small Business Enterprises [Memorandum No. 24](#), the Resident must assure that this poster is posted by the Contractor on non-Federal-aid projects.

BC 930, Consultant Engineer’s Weekly Personnel And Vehicle Time Distribution Record[VIEW SAMPLE](#)[FILL OUT FORM](#)

As outlined in Construction [Memorandum No. 61](#), all personal services and vehicle costs being claimed on a contract in which there is an agreement for construction engineering services by a consultant are to be documented with time cards and vehicle mileage or usage sheets. Form

[BC 930](#) can be used by the consultant to summarize the daily whereabouts of his/her employees and vehicles when more than one State job is involved.

BC 931, Consultant Engineer's Private Vehicle Weekly Mileage Record

[VIEW SAMPLE](#)[FILL OUT FORM](#)

As outlined in Construction [Memorandum No. 61](#), the cost of employee private vehicle usage on consultant contracts is to be documented by the consultant.

BC 932, Consultant Engineer's Monthly Vehicle Cost Distribution Record

[VIEW SAMPLE](#)[FILL OUT FORM](#)

As outlined in Construction [Memorandum No. 61](#), company vehicle usage on consultant contracts is to be documented by the consultant on Form BC 932.

See the reverse side of BC 932 for preparation instructions.

BC 955, Notice Of EEO Policy & EEO Officer

[VIEW SAMPLE](#)[FILL OUT FORM](#)

As outlined in the joint Construction/Small Business Enterprises [Memorandum No. 24](#), the Resident must assure that this poster is posted by the Contractor on all projects.

BC 981, Agreement On Accuracy Of Plan Quantities

[VIEW SAMPLE](#)[FILL OUT FORM](#)

This form was designed to save the Department time in measuring and calculating certain pay items and to expedite final payment to the Contractor. Only those pay items which are allowed by the contract may appear on this form.

For detailed instructions, see the [Documentation Section](#) of this Manual.

BC 981M, Agreement On Accuracy Of Plan Quantities

[VIEW SAMPLE](#)[FILL OUT FORM](#)

This form was designed to save the Department time in measuring and calculating certain pay items and to expedite final payment to the Contractor. Only those pay items which are allowed by the contract may appear on this form.

For detailed instructions, see the [Documentation Section](#) of this Manual.

BC 1012, Certification Of NonSegregated Facilities

[VIEW SAMPLE](#)[FILL OUT FORM](#)

As referenced in Form [SBE 1008](#) and the [DBE & Equal Employment Opportunity Section](#) of this Construction Manual, subcontractors who will be doing more than \$10,000 worth of work are required to sign this form which the prime Contractor then retains or the subcontract agreement should contain this language.

BC 1013, Progress Documentation Review

[VIEW SAMPLE](#)[FILL OUT FORM](#)

As outlined in Construction [Memorandum No. 33](#), the District Construction Office and Project Review Engineers of the Bureau of Construction are required to perform periodic progress and final documentation reviews of project records. Form BC 1013 shall be used to report on these inspections. All deficiencies so reported are to be resolved by the District and so checked on Form [BC 111](#).

BC 1131, Report Of Telephone Calls[VIEW SAMPLE](#)[FILL OUT FORM](#)

On most contracts having Engineer's Field Office, Type A or B and Engineer's Field Laboratory, the Contractor is entitled to payment for all long distance calls in excess of \$50.00 per month. When the Contractor claims this money, a copy of Form BC 1131 should be attached to the Contractor's bill for verification. See reverse side of BC 1131 for preparation instructions.

BC 1241, Performance Bond[VIEW SAMPLE](#)[FILL OUT FORM](#)

When a performance bond is required per Article 253.14, 780.10, 781.04, or other items for which a performance bond may be received, a BC 1241 (or similar) form should be filled out and signed by the Regional Engineer, in as much as the contract bond is signed by the Secretary of Transportation as a legal, binding document. A performance bond for woody plants, epoxy, thermoplastic, preformed thermoplastic, preformed plastic Type A, B, or C pavement marking, raised reflective pavement markers, and other items as noted above, naming the Department as obligee, shall be in full force and effect until final performance inspection and performance acceptance of said items for contracts finalized prior to the completion of the performance period as noted in the specification.

BC 1256, Bidder's Employee Utilization Form Construction[VIEW SAMPLE](#)[FILL OUT FORM](#)

This form and its instructions, Special Notice to Contractors, are found in all Bidding Proposals. Each bidder is required to fill-in the form and submit it with his/her other bidding documents. Form BC 1256 of the contract awardee will be sent to the District for review. If the District determines that the contract awardee's projections reflect an under utilization of minorities and/or women, the District shall so advise the awardee and resolve the problem. Once an acceptable Employee Utilization Plan is received, the District shall send a copy to the Contractor, Bureau of Small Business Enterprises, and the Public Contracts Unit of the Department of Human Rights, keeping one copy for the District files.

BC 1465, Truck Tare Weights[VIEW SAMPLE](#)[FILL OUT FORM](#)

As outlined in the Documentation Section, this form should be used to record truck tare weights for all materials which are paid for on the basis of truck weights. Make reference to it in the Quantity Book for each applicable pay item. (See the Documentation Section of this Manual for reduced requirements for small quantities of materials.)

BC 1777, Contractor's Performance Evaluation[VIEW SAMPLE](#)[FILL OUT FORM](#)

As outlined in the Bureau of Construction's prequalification rules, Form BC 1777 is used to help determine the prequalification Work Rating of a Contractor. This form is to be prepared annually at the end of each construction season by the Regional Engineer, in consultation with the appropriate personnel from the Construction Office. One form is to be prepared for each firm that performed prime and/or subcontracting work in the District during the year. The completed form is to be sent to the Engineer of Construction by the first of each year and a copy to the Contractor.

BC 1778, Numerical Guidelines For Use With Contractor's Performance Evaluation[VIEW SAMPLE](#)[FILL OUT FORM](#)

As outlined in the Bureau of Construction's Prequalification Manual, Form BC 1778 is used to aid in the preparation of Form [BC 1777](#). The guidelines are intended to ensure consistency in the evaluation of Contractors' performance.

BC 2015, Qualification For Welding Steel Bearing Pile Splices Only[VIEW SAMPLE](#)[FILL OUT FORM](#)

As outlined in Construction [Memorandum No. 44](#), whenever permanent steel H piles are to be field spliced, certain welder qualifications are required. Form BC 2015 must be given to the Resident for each welder the Contractor proposes to use to weld on piling splices.

BC 2019, Request For Extension Of Time[VIEW SAMPLE](#)[FILL OUT FORM](#)

Construction [Memorandum No. 28](#) provides guidelines for extension of time or adjustment of working day charges on working day contracts. When it is the District's opinion that a project is eligible for an extension of time, Form BC 2019 is required to be prepared and sent to the Bureau of Construction for approval.

BC 2115, Subcontractor Payment Agreement – Non DBE *New!*[VIEW SAMPLE](#)[FILL OUT FORM](#)

Code of Federal Regulations 49.26.11 requires that IDOT provide as accurately as possible, data regarding DBE and non-DBE contractors and subcontractors. In order for IDOT to comply with the requirements outlined in this statute, the submittal of the BC 2115 will be required for each contract executed after January 1, 2006.

This form will document which non-DBE subcontractors worked on the contract and the actual amount the prime contractor paid to each non-DBE subcontractor. The BC 2115 will be completed by the prime contractor and submitted to the District Office at the completion of the contract as a part of the final papers packet. Failure to submit this form with the final packet may result in a delay of the final voucher.

BC 2184, Piling Diagram Report[VIEW SAMPLE](#)[FILL OUT FORM](#)

After all of the piling has been driven on your contract a summary of the piling data is to be submitted with the balancing authorization. A copy of the summary is also submitted to the Bureau of Bridges and Structures. This form is used to summarize the piling data for individual substructure units. If metal shell piling is used, state the diameter and wall thickness in the space for pile type and size.

BC 2240, Traffic Control Surveillance Report[VIEW SAMPLE](#)[FILL OUT FORM](#)

This form is to be used by the Contractor to document surveillance as required by the Supplemental Specification for Section 701, Work Zone Traffic Control. The Contractor is required to provide surveillance of the traffic control at four hour maximum intervals when open holes, broken pavement, trenches or other hazards are present. Form BC 2240 will be completed by the Contractor each day that surveillance is used. The Contractor gives the completed form to the Resident the next working day following the surveillance. The

completed form is used as the primary documentation for this pay item. Surveillance is paid for by the calendar day based on contract bid price.

BC 2246, Subcontractor Notification[VIEW SAMPLE](#)[FILL OUT FORM](#)

Effective January 1, 1994, the Department no longer requires prime Contractors on highway construction projects to obtain release forms (BC 151) from subcontractors and suppliers. Instead, subcontractors and material suppliers who wish to be notified prior to final payment are to submit Form BC 2246 to the responsible District office. Prior to final payment on a contract, the District will mail back all forms which have been received for the contract.

There is a separate version of this form for each district, showing the appropriate mailing address. Subcontractors and material suppliers wishing to obtain this form should contact the appropriate District office.

BC 2256, Prior Approval Authorization Of Contract Change[VIEW SAMPLE](#)[FILL OUT FORM](#)

State law requires that one of three determinations be made on every contract change or series of changes involving \$10,000 or more. This determination must be made at the time approval is given to proceed with the contract change. Prior approval should be obtained for these changes. This form is to be used to comply with the State Law and to properly document that approval, if the work is to start before the [BC 22](#), Authorization of Contract Changes, is approved.

BC 2259, NPDES/Erosion Control Inspection Report[VIEW SAMPLE](#)[FILL OUT FORM](#)

When construction projects result in the disturbance of one or more acres of total land area, certain actions must be taken in accordance with the National Pollutant Discharge Elimination System (NPDES) General Permit requirements. See Construction [Memorandum No. 60](#) for details. One of those actions is an inspection of the disturbed areas, erosion control measures and locations where vehicles enter or exit the construction site at least once every seven days and within 24 hours of the end of 13 mm (0.5 inches) or greater rainfall or equivalent snowfall. Form [BC 2259](#) is used to document those inspections. The form may also be used to document inspections when the NPDES requirements are not applicable but the project requires erosion control measures.

BC 2320, Rotational Capacity Test Worksheet[VIEW SAMPLE](#)[FILL OUT FORM](#)

As outlined in Section 500 of the Construction Manual, rotational capacity checks shall be performed on all jobs that require the use of structural fasteners. This form is used to document those jobsite checks. Refer to Section 500 for the actual test procedure. This form should be retained in the job files.

BC 2331, ICORS PC Backup Schedule[VIEW SAMPLE](#)[FILL OUT FORM](#)

The ICORS database is currently stored on each computer's hard drive and represents many hours of required documentation. Systematic backups are imperative to prevent the loss of vital project records. This schedule is designed to ensure that any data loss is limited to the absolute minimum.

BC 2367, Independent Truck Weight Check[VIEW SAMPLE](#)[FILL OUT FORM](#)

As outlined in the [Documentation Section](#), this form is to be used to record Independent Weight Checks for pay items based on weight tickets. A copy should be kept in the resident's job file.

For detailed instructions, see the [Documentation Section](#) of this manual, [Construction Memorandum No. 8](#) or the Weight Control Deficiency Deduction Special Provision.

BC 2370, Equipment Expense Rate Data[VIEW SAMPLE](#)[FILL OUT FORM](#)

As outlined in the [Schedule of Average Annual Equipment Ownership Expense](#), this form used to request expense rates for equipment not listed in the SOAAEOE. This form is to be filled out by the requesting agency or contractor and submitted to the Regional Engineer, who will forward the request to the Central Bureau of Construction upon approval. Submittal of incomplete forms may delay response time significantly.

BC 2448a, Profilograph Report For Pavement Smoothness[VIEW SAMPLE](#)[FILL OUT FORM](#)

This form shall be used by the Contractor when conducting surface testing for acceptance of pavement. The type of report shall be checked according to the following: Information – test conducted for informational purposes only; Initial – required testing of pavement within 24 hours of placement or before the surface is opened to traffic, whichever is shorter; Intermediate – after some corrective action has been completed; Final – after all corrective action has been completed. Bump locations are listed by station for each track (wheel path).

Multiple copies of the form shall be used, if necessary to completely report data. This form shall be submitted, along with the profile trace, within two working days of the placement or correction of pavement.

BC 2448b, Smoothness Assessment Worksheet[VIEW SAMPLE](#)[FILL OUT FORM](#)

This form will be used by the Engineer to determine the smoothness assessment for the project. Data provided by Form [BC 2448A](#) shall be reviewed and assessment values determined according to the Smoothness Assessment Schedule in the specification. Multiple copies of the form will be used, if necessary, to record all data. All report pages for the contract shall be copied and given to the Contractor, and the originals placed in the job file.

BC 2529, Bituminous Paving Daily Record[VIEW SAMPLE](#)[FILL OUT FORM](#)

This form can be used in lieu of a field book to record the daily bituminous concrete paving inspection data. This information will become part of the permanent job records and shall be maintained in a binder folder (3-ring notebook or Ace-Press folder) meeting the same requirements as a field book.

BC 2531, PCC Paving Daily Record[VIEW SAMPLE](#)[FILL OUT FORM](#)

This form can be used in lieu of a field book to record the PCC paving inspection data. This information will become part of the permanent job records and shall be maintained in a binder folder (3-ring notebook or Accu-Press folder) meeting the same requirements as a field book.

BC 2544, Report Of Bridge Deck Patching Quantities[VIEW SAMPLE](#)[FILL OUT FORM](#)

As outlined in Construction [Memorandum No. 78](#), the Resident should use this form to record bridge deck patching for a particular structure. A copy should be send to the Central Bureau of Bridges and Structures and the District Bridge Maintenance Engineer.

BUREAU OF DESIGN & ENVIRONMENT FORMS**BDE 430, Invoice**[VIEW SAMPLE](#)[FILL OUT FORM](#)

This form is used by a consulting firm when claiming costs incurred on consultant contracts for construction engineering services. As outlined in Construction [Memorandum No. 61](#), the consultant will submit to the Resident an Invoice (one original and six copies) every month. Original or source records which evidence all expenditures are required to be attached to the Invoice. The Resident shall review the Invoice for correctness, sign it, and transmit the original and five copies to the Regional Engineer.

**BDE 804, Request For Authorization For Costs
Involving Utility, Railroad Or Local Agency Agreement**[VIEW SAMPLE](#)[FILL OUT FORM](#)

As outlined in Construction [Memorandum No. 46](#), Form [BDE 804](#) is the change order form to be used on projects in which a utility or railroad company is being paid, under an agreement with the Department, to adjust or relocate their facilities.

**BDE 2289, Environmental Survey Request,
Borrow/Waste/Use Areas**[VIEW SAMPLE](#)[FILL OUT FORM](#)

Section 107.22 of the Standard Specifications requires the use of Form BDE 2289 for all borrow areas, use areas and waste disposal sites. The standard specifications define the term use area. The purpose of the form is to document compliance for these types of construction activities under the Clean Water Act, the National Historic Preservation Act, the State Wetlands Act, the Federal and State Endangered Species Act, and other natural resources as defined in section 107.22. The back of the form contains the instructions and attachments required for each submittal. A form must be submitted for each area proposed and, at the earliest possible date, so that any cultural and/or natural resource surveys can be scheduled. The contractor can not work at any proposed site until the appropriate clearances from the Bureau of Design and Environment have been issued. It is important that the required information be attached in order to avoid delays. The resident engineer, not the contractor, should contact the Bureau of Design and Environment at the telephone numbers listed on the form with any questions.

BDE 2342 & 2342a, Contractor Certification Statement[VIEW SAMPLE](#)[FILL OUT FORM](#)

This form certifies that the contractor will comply with the Storm Water Pollution Prevention Plan. If the SWPPP is not included in the contract it must be filled out with the assistance of the district Design office and landscape architect before completing this form.

BUREAU OF MATERIALS AND PHYSICAL RESEARCH FORMS**Form LM6, Sample Identification**[VIEW SAMPLE](#)[FILL OUT FORM](#)

Form LM 6 is to be prepared by the materials inspector in order to identify materials that are to be tested by the Bureau of Materials and Physical Research. A copy should accompany the material sampled at the source or jobsite, depending on the inspection requirements.

Form MI 655, Portland Cement Concrete Strengths[VIEW SAMPLE](#)[FILL OUT FORM](#)

The results of all concrete beams and cylinder strengths are reported on the BMPR MI 655. Copies are provided to the District Materials Engineer, Resident Engineer and the plant file.

FORM LA 15, Supplier's Certification of Shipment of Approved Materials[VIEW SAMPLE](#)

As outlined in the [Project Procedures Guide](#), all delivered material the Contractor plans to incorporate into the project must satisfy some type of "Evidence of Material Inspection". Many materials are approved by IDOT at the source prior to arriving at the jobsite. As a result, the producer/supplier may prepare an LA 15 for the material being shipped from approved stock especially for lot and batch inspected materials. When the material arrives at the job the Resident should review the LA 15 in order to ensure that the information provided on the form represents the material that it accompanies. The white copy of the LA 15 should be retained by the Resident and referenced in the Evidence of Material Inspection column of the Quantity Book page for the pay item.

Form LW 3, Record of Modulus of Rupture Tests[VIEW SAMPLE](#)

As outlined in the Manual of Instructions for Concrete Proportioning and Testing, the purpose of LW 3 is to enable the inspector to keep an accurate record of beam breaks for the job. The information recorded on LW 3 should be transferred to [Form MI 655](#), Portland Cement Concrete Strengths. This form should be retained in the job records.

Form MI 303N, Nuclear Density Report[VIEW SAMPLE](#)[FILL OUT FORM](#)

This form is used by the Contractor's personnel when a nuclear device is used to determine the density of bituminous mixtures. Copies are provided to the District Materials Engineer, Resident Engineer and the plant file.

Form MI 305 QC/QA, Bituminous Mixture Daily Plant Output[VIEW SAMPLE](#)

For each day of production for each type of mix the Contractor will normally use the QC/QA testing report system titled Calculating Analysis Report Efficiency (CARE-AC). MI 305 QC/QA can be generated utilizing CARE-AC. Copies are provided to the District Materials Engineer, Resident Engineer and the plant file.

Form MI 308 QC/QA, Nuclear Asphalt Content and Marshall[VIEW SAMPLE](#)

This form is used to record nuclear asphalt content and Marshall void tests. The Contractor will normally use the QC/QA testing report system titled Calculating Analysis Report Efficiency

(CARE-AC). Copies are provided to the District Materials Engineer, the Resident Engineer and the plant file.

Form MI 504, Field/Lab Gradations[VIEW SAMPLE](#)[FILL OUT FORM](#)

Whenever the inspector performs a sieve analysis of aggregate as described in both Proportioning Manuals, MI 504 should be used. See the Sampling Schedules in the [Project Procedures Guide](#). Copies are provided to the District Materials Engineer, the plant file and the Resident Engineer.

Form MI 654, Concrete, Air, Slump and Quantity[VIEW SAMPLE](#)[FILL OUT FORM](#)

MI 654 is used by the concrete proportioning technician to report on concrete produced and tested. Coordination with project personnel will be needed to determine all input information. Copies are provided to the District Materials Engineer, Resident Engineer and the plant file.

Form MI 655, Portland Cement Concrete Strengths[VIEW SAMPLE](#)[FILL OUT FORM](#)

The results of all concrete beams and cylinder strengths are reported on the MI 655. Copies are provided to the District Materials Engineer, Resident Engineer and the plant file.

Form MI 701N, Field Soil Compaction - Nuclear[VIEW SAMPLE](#)[FILL OUT FORM](#)

This form is used by the inspector when a nuclear device is used to determine the density of soils and granular materials. Copies are provided to the District Materials Engineer and the Resident Engineer.

BUREAU OF OPERATIONS**Form OPER 725, Traffic Control Authorization Request**[VIEW SAMPLE](#)[FILL OUT FORM](#)

As outlined in Policy TRA-1, Traffic Control Through Construction and Maintenance Work Zones, it is required that the District Construction Office submit to the District Traffic Engineer, a completed Form OPER 725 prior to the start of work.

Form OPER 726, Traffic Control Inspection Report[VIEW SAMPLE](#)

As outlined in Policy TRA-1, Traffic Control Through Construction and Maintenance Work Zones, it is required that the District Traffic Control Supervisor conduct an initial and follow-up inspections on projects that will affect traffic for more than five days. Form OPER 726 is the form the District Traffic Control Supervisor will normally use to document the inspections. The Resident is to receive a copy of all OPER 726's that identify inadequate traffic control protection.

BUREAU OF SMALL BUSINESS ENTERPRISES FORMS**SBE 348, Statement of Compliance**[VIEW SAMPLE](#)[FILL OUT FORM](#)

As outlined in the joint Construction/Small Business Enterprises [Memorandum No. 14](#), this form, or an equivalent, must be prepared by the Contractor and submitted with each weekly payroll on all Federal-aid contracts.

SBE 746, Contractor's Weekly Payroll Certificate[VIEW SAMPLE](#)[FILL OUT FORM](#)

This form, or an equivalent, must be prepared by the Contractor and submitted with each weekly payroll on all Federal-aid contracts, and when weekly payrolls are required by special provisions on non-Federal-aid contracts.

SBE 750, Workforce Contact Inspection Report[VIEW SAMPLE](#)[FILL OUT FORM](#)

This form is to be prepared at various times on a random basis by the District EEO and Labor Compliance Officer to determine the Contractor's or subcontractor's compliance with the EEO provisions of the contract.

See the joint Construction/Small Business Enterprises [Memorandum No. 24](#) for detailed instructions.

SBE 956, Equal Employment Opportunity Workforce Analysis[VIEW SAMPLE](#)[FILL OUT FORM](#)

As outlined in the joint Construction/Small Business Enterprises [Memorandum No. 24](#) and the reverse side of SBE 956, the Contractor is to prepare and submit this form to the Resident each month. This form must also be prepared by subcontractors and be submitted to the Resident through the prime Contractor.

SBE 956C, Consultant's Employee Utilization[VIEW SAMPLE](#)[FILL OUT FORM](#)

This form is used for the same reasons the SBE 956 is; to report the Consultant's workforce for each month. Employment data is to be submitted every month on this form to indicate: (1) the number of hours worked on the project (Hours of Employment) (2) the number of individuals working on a project during the reporting period (Number of Employees). The Consultant is to prepare and submit this form to the Resident each month. This form must also be prepared by subconsultants and submitted to the Resident through the prime consultant.

SBE 1008, Equal Employment Opportunity Checklist[VIEW SAMPLE](#)[FILL OUT FORM](#)

As outlined in the joint Construction/Small Business Enterprises [Memorandum No. 24](#), the District EEO and Labor Compliance Officer must supply and discuss, if necessary, this checklist with the Contractor at the pre-construction conference.

SBE 1014, Weekly Trainee Report[VIEW SAMPLE](#)[FILL OUT FORM](#)

As outlined in the joint Construction/Small Business Enterprises [Memorandum No. 24](#), on projects having Training Special Provisions, the Resident is to receive Form SBE 1014 weekly from the Contractor. The Resident should verify the names and hours, sign and submit a copy

to the District Office. Final documentation for the pay item, TRAINEES, consists of this report. See reverse side of SBE 1014 for preparation instructions.

SBE 1146, Request for Approval of Contractor's Proposed Training Program

[VIEW SAMPLE](#)[FILL OUT FORM](#)

As outlined in the joint Construction/Small Business Enterprises [Memorandum No. 24](#), on all contracts having Training Special Provisions, the Contractor is to prepare and submit SBE 1146 for approval, prior to the start of work. The District must submit the Contractor's letter of transmittal with Forms SBE 1146 and the "Training Progress Schedule" to the Bureau of Small Business Enterprises.

SBE 2025, DBE Participation Statement

[VIEW SAMPLE](#)[FILL OUT FORM](#)

For all contracts that include the Special Provision titled, Required Disadvantaged Business Participation, the low bidder is required to send to the Bureau of Small Business Enterprises, within five working days after the letting, a SBE 2025 for each BDE firm that will be used on the project. Once the Bureau of Small Business Enterprises checks for compliance, the Contractor, each DBE firm, the District Construction Office and Supportive Services are notified by letter that the Contractor's plan to meet the BDE goals is approved.

SBE 2026, DBE Utilization Plan

[VIEW SAMPLE](#)[FILL OUT FORM](#)

For all contracts that include the Special Provision titled, Required Disadvantaged Business Participation, the low bidder is required to send to the Bureau of Small Business Enterprises, within seven days after the letting, a SBE 2026. Once the Bureau of Small Business Enterprises checks for compliance and DBE commitments are approved, SBE 2026 is filed in the project files in the Bureau of Construction.

SBE 2028, DBE/WBE Final Documentation

[VIEW SAMPLE](#)[FILL OUT FORM](#)

This form is to be submitted by the District Office once all of the documentation received from the prime contractor regarding payments made to Disadvantaged Business Enterprises/Women Business Enterprises has been evaluated for compliance with the contract provisions. It is to be sent to the Bureau of Small Business Enterprises as soon as possible after completion of the project. *Do not wait for the final estimate.*

SBE 2115, DBE Payment Agreement

[VIEW SAMPLE](#)[FILL OUT FORM](#)

For all contracts that include the Special Provision titled, Required Disadvantaged Business Participation, the Prime Contractor is required to submit to the District SBE 2115 for each DBE utilized on the project.

SBE 2263, Notice Pertaining to False Statements

[VIEW SAMPLE](#)[FILL OUT FORM](#)

As outlined in the joint Construction/Small Business Enterprises [Memorandum No. 14](#), the Resident must assure that this poster is posted by the Contractor on all Federal-aid projects.

REPORTS

Index Of Sheets

[VIEW SAMPLE](#)

This report is generated by the BCM system and is to be used in the front of all Quantity Books. See the Documentation Section of this Manual for detailed requirements.

Report of Net Cost of Section

[VIEW SAMPLE](#)

As indicated on Form [BC 111](#), this report is required to be prepared by the District Construction office and sent to the Central Bureau of Construction with the final papers on every contract.

MIRC 08, Approved Material Inspection Report

[VIEW SAMPLE](#)

The District Bureau of Materials will periodically provide the Resident with a MIRC 08 which will list the quantities of approved materials that have been officially recorded as having been accepted for the project. These printouts shall be retained in the project file and may be logged or cross-referenced to the pay items in the Quantity Book.

Resident's Payment Estimate Report – Line Item Detail Report of Completed Contract Work

[VIEW SAMPLE](#)

This report, commonly referred to as the "pay estimate" is required to be prepared by the Resident. This document initiates payments to Contractors.

Unless the District instructs the Resident otherwise, the pay estimate should be prepared monthly if there has been at least \$1,000 worth of work performed since the previous pay estimate. All entries in the far right column "TOTAL COMPLETED TO DATE" are to be made directly from the project Quantity Book. Make an entry only if there has been a change from the previous pay estimate. If the Resident has an approved BC 22 that has not yet been input onto the pay estimate, the Resident should make the necessary entries on the pay estimate.

In an effort to reduce the time for mailing, the Resident will mail the pay estimate directly to the Bureau of Construction, a copy to the District and one to the Contractor. The State Resident shall be delegated the authority to sign the pay estimate for the Regional Engineer. The date the estimate is mailed (not the date the estimate was made out) must be written in next to the Resident's signature at the lower left corner along with the Resident's telephone number. Record Working Day charges as of the date of the pay estimate on the bottom of the last page. (Showing Working Day charges is not required on Completion Date Contracts.) For further instructions, see Construction [Memorandum No. 76](#), Contractor Payments.

To facilitate data entry, please follow these guidelines.

- MATALL00 should be the first line on a participating fund type.
- Added items should go on the last two (2) lines of the fund type.
- Separate pages of the pay estimate and put in order.
- Use only one staple to hold estimate together.

Payment estimates generated by ICORS and submitted electronically to Pay Estimate Central must include the statement "I approve this estimate for payment" in the body of the email for auditing purposes.

Pay estimates submitted by local agencies will be handled as has been in the past (Resident to District Office - District Office to Central Bureau of Construction).

EXTERNAL FORMS**Form FHWA 47 & FHWA 47M, Statement Of Materials
And Labor Used By Contractors On Highway
Construction Involving Federal Funds**[VIEW SAMPLE](#)[FILL OUT FORM](#)

As outlined on [Form BC 111](#), this form is required to be sent to the Bureau of Construction on certain Federal-aid projects with the final papers. As indicated on the reverse side of FHWA 47, under Instructions for Preparing, the form is required to be jointly prepared by both the District and the Contractor.

FHWA 1495, Wage Rate Information Poster[VIEW SAMPLE](#)

As outlined in the joint Construction/Small Business Enterprises [Memorandum No. 14](#), the Resident must assure that this poster is posted by the Contractor on all Federal-aid projects.

Form IL 482-0631, Water Well Sealing Form[VIEW SAMPLE](#)[FILL OUT FORM](#)

As outlined in Design Memorandum 20, Rules and Regulations Governing Sealing of Abandoned Water Wells, this form is required to ensure that the plugging of a water well is adequate to protect water aquifers from future pollution. As will be outlined in applicable contract Special Provisions the filling must be done in accordance with Section 920.120 of the Illinois Water Well Construction Code of the Department of Public Health. The well must be sealed by a licensed water well driller or by a person approved by the Department of Public Health prior to commencement of the sealing. Two copies of this form are required. One is to be filed with the Department of Public Health, Division of Environmental Health, 525 West Jefferson Street, Springfield, Illinois 62761. Once copy should be retained in the District Office.

This form is a two-part carbonless form that can be obtained from the Illinois Department of Public Health.

Notice of Open Burn[VIEW SAMPLE](#)[FILL OUT FORM](#)

This form should be used to comply with the requirement to notify the IL EPA of the contractor's intent to use the Department's Open Burn Permit on a project.

**Form SF 1444, Request for Authorization of Additional
Classification and Rate**[VIEW SAMPLE](#)

As outlined in the joint Construction/Small Business Enterprises [Memorandum No. 14](#), SF 1444 (U.S. Department of Labor) should be prepared by the District and sent to the Bureau of Small Business Enterprises whenever it is determined that certain classes of laborers or mechanics, who are to be employed, are not listed in the wage determination decision contained in the contract.

Equal Employment Opportunity is the Law Poster[VIEW SAMPLE](#)

As outlined in the joint Construction/Small Business Enterprises [Memorandum No. 24](#), the Resident must assure that this multicolored poster is posted by the Contractor on all Federal-aid projects.

WPC 621, IEPA Notice of Termination (NOT) of Coverage Under the General Permit for Storm Water Discharges Associated with Construction Site Activity

See Construction [Memorandum No. 60](#).

[VIEW SAMPLE](#)[FILL OUT FORM](#)

WPC 623, IEPA Notice of Intent (NOI) – General Permit to Discharge Storm Water Construction Site Activities

See Construction [Memorandum No. 60](#).

[VIEW SAMPLE](#)[FILL OUT FORM](#)

WPC 624, IEPA Construction Site Storm Water Discharge Incidence of Non-Compliance (ION)

See Construction [Memorandum No. 60](#).

[VIEW SAMPLE](#)[FILL OUT FORM](#)